

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**February 1, 2018**

SUBJECT: Development of a mixed use commercial/multi-family project at 2444, 2422, & 2410 Tannler Drive

FILE: PA-18-05

ATTENDEES: Applicant/Consultants: Tannler Properties, LLC – Liz Edmonds, Steve Mileham, Bob Boilean, Jeff Shoemaker & Jeff Parker  
Staff: Jennifer Arnold, Associate Planner, Amy Pepper, Engineer  
ODOT: Avi Tayar; TVFR: Ty Darby  
Public attendees: Ed Schwarz, Roberta Schwarz, Gail Holmes & Kathie Halicki

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*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any “follow-up” items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

Site Information

Site Address: 2444, 2422 and 2410 Tannler Drive  
Site Area: approx. 11.41 acres  
Neighborhood: Willamette (Savanna Oaks/within 500 feet)  
Comp. Plan: Commercial  
Zoning: OBC (Office Business Center)

Proposal: The applicant proposes to build seven multi-story blocks of mixed development comprising commercial on the first floor and multi-family residential above. Per CDC Chapter 21.050(2) the proposed uses are permitted under prescribed conditions.

Class II Design Review is required per CDC Chapter 55.020(B). Compliance with the criteria of Chapter 55, other chapters referenced in Chapter 55 and the underlying OBC zone (CDC Chapter 21) is required. Greene Street right-of-way is required to be constructed or vacated. The vacation process may be done at the time of Design Review.

Engineering Comments: contact Amy Pepper at [apepper@westlinnoregon.gov](mailto:apepper@westlinnoregon.gov)

Tualatin Valley Fire and Rescue contact: Ty Darby at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com)

Process

For the Class II Design Review, address the submittal requirements and responses to the criteria of 55 and associated/referenced chapters and Chapter 21 standards. N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

A neighborhood meeting is required per 99.038. Follow the procedures explicitly. Please contact the Willamette Neighborhood Association president at [WillametteNA@westlinnoregon.gov](mailto:WillametteNA@westlinnoregon.gov) and the Savanna Oaks president at [SavannaOaksNA@westlinnoregon.gov](mailto:SavannaOaksNA@westlinnoregon.gov).

The deposit fee for Design Review is \$4,000 plus 4% of the construction value to a maximum amount of \$20,000 and an inspection fee of \$300. The CDC is online at <http://westlinnoregon.gov/cdc>.

The process for the right-of-way vacation is explained in Oregon Revised Statute Chapter 271.080-.230. The applicant must prepare a petition to vacate the ROW. The petition must include a legal description and map of the ROW proposed to be vacated to demonstrate that the signees were fully appraised of the area to be vacated. The petition must also include a statement explaining the purpose for which the ROW is proposed to be used and the reason for such vacation. One hundred percent of adjacent or abutting property owners must support and sign the petition to vacate. Two thirds of properties within the affected area (as defined in ORS 271.080) must support and sign the petition. All signatures must be notarized. Concurrent with signature gathering, the applicant should seek out the support of the Public Works Director. The fee for a street ROW vacation is \$6,000. (A narrative explaining why the street ROW is proposed to be vacated and how it will be used is needed.) Once the submittal is deemed complete, staff will provide notice per ORS 271.110 and schedule a public hearing with the City Council. (The 120-day rule does not apply to legislative action.) If approved, the applicant is responsible for filing the vacation with the County, establishing/recording all necessary easements and fulfilling any conditions (e.g. footpath).

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is declared complete, staff will schedule the Planning Commission hearing date and post notice. Following the Planning Commission hearing and decision there is a 14-day window to appeal the Planning Commission's decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Commission's decision becomes final and the applicant may move forward with the development of their proposal.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

#### Public Comments:

- Gail Holmes, Willamette NA, expressed the importance of traffic safety and fire danger for potential residents, businesses, and West Linn residents. She also asked that the design of each proposed building be available when presenting at the neighborhood associations.
- Ed Schwarz, Savanna Oaks NA, had a question about the status of a current land use application on this property. Also, he would like to see the conceptual drawings of how the property will look with the realignment of Tannler Drive.
- Roberta Schwarz, Savanna Oaks NA, expressed concerns about tree preservation, on-street parking and any environmental overlay requirements associated with this property.

***Typical land use applications can take 6-10 months from beginning to end.***

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***